

**Division of Mental Retardation Services**  
**West Tennessee Regional Training Calendar**

- **Registration is required for all training. Classes will begin promptly as listed.**
- **Please notify the Regional Office immediately if someone will be unable to attend a class as scheduled.**
- Please contact **Iris Wallace**, Administrative Support, at (901) 745-7743, [iris.wallace@state.tn.us](mailto:iris.wallace@state.tn.us); **Janet Holman**, Regional Trainer, at (901) 745-7788, [janet.holman@state.tn.us](mailto:janet.holman@state.tn.us); **Eunice Spencer**, Regional Trainer, at (731)421-5165, [eunice.spencer@state.tn.us](mailto:eunice.spencer@state.tn.us); **Carolyn Ojuri**, Regional Trainer, at (901) 745-7678, [carolyn.ojuri@state.tn.us](mailto:carolyn.ojuri@state.tn.us); or **Steve Wilke**, Regional Trainer, at (901) 745-7788, [steve.wilke@state.tn.us](mailto:steve.wilke@state.tn.us) to register for training in West Tennessee.
- Please note that the following **schedule is subject to change**. Contact Iris, Janet, Eunice, Carolyn or Steve for the most current information.
- If you have additional training needs that cannot be met by the dates and/or topics scheduled below, contact Janet, or Eunice with your questions.
- To schedule **Grier Decree Appeals** Process training, please contact **Libby Taylor** at (901) 745-7670 or [elizabeth.taylor@state.tn.us](mailto:elizabeth.taylor@state.tn.us)
- Additional **health related training** such as Diabetes Mellitus, Diabetes Mellitus and Insulin Administration, Epi-Pen, Medication Self-Administration, and Breast Exams are scheduled upon request. For more information, please contact **Rosie Kee, RN**, at [rosie.kee@state.tn.us](mailto:rosie.kee@state.tn.us)
- Additional **physical and nutritional management training** such as Introduction to Physical Nutritional Management, Mealtime Oversight, Comprehensive Physical and Nutritional Management, Sensory Dysfunction and Treatment Avenues and Menu Planning are scheduled upon request. For more information, please contact **Kimberly Musicante** at (901) 745-7467, or [kimberly.musicante@state.tn.us](mailto:kimberly.musicante@state.tn.us)
- To schedule **PCM training**, please contact **Cedric Nelson** at [cedric.nelson@state.tn.us](mailto:cedric.nelson@state.tn.us).
- To schedule additional training for **A Guide to Nutrition Resources** contact **Carolyn Foster** at [carolyn.foster@state.tn.us](mailto:carolyn.foster@state.tn.us).
- To schedule additional training for **Falls: Causes and Preventive Strategies**, please contact **Jun Pacris** at [jun.pacris@state.tn.us](mailto:jun.pacris@state.tn.us)
- For **Regional Therapeutic Services** Team Training contact **Pat Walton** at [pat.walton@state.tn.us](mailto:pat.walton@state.tn.us)

**Please distribute this calendar to staff within your agency**

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>JANUARY 2007</b>				
1/05/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Title VI     West TN Regional Office	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3
1/05/07 and 1/09/07  9:00 a.m. – 4:30 p.m.  (unlicensed staff must complete 2 days of training)	Competency Based (unlicensed staff)  Train-the-Trainer   (RNs only)	Physical Status Review Training     Rosie Kee RN, CDDN Nurse Educator	Provider agencies, direct care staff, ISC, guardians, nurses	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Classroom B Baker Building
1/08/07 – 1/09/07  8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management    Regional Therapeutic Services Team	Provider agencies, ISC agencies, Regional office staff, families, guardians, and advocates   To register, please contact Pat Walton, 901-745- 7592, or <a href="mailto:pat.walton@state.tn.us">pat.walton@state. tn.us</a>	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
1/09/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention   Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, families, guardians, and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room
1/09/07  1:30 p.m. – 4:30 p.m.	Competency Based	Effective Training Techniques   Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room
1/09/07  10:00 a.m. – 12:00 p.m.	In-Service	A Guide to Nutrition Resources   Carolyn Foster, RD, LPN	Residential providers, Site/home managers, Direct Support professionals, ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Conference Room MT4
1/10/07 – 1/11/07  8:30 a.m. – 4:30 p.m. (1 <sup>st</sup> day)  8:30 a.m. – 12:00 p.m. (2 <sup>nd</sup> day)	Competency Based	Mealtime Challenges   Regional Therapeutic Service Team	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  TBD

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>1/10/07</b>  <b>9:00 am. – 12:00 p.m.</b>	<b>In-Service</b>	<b>Risk Assessment</b>        <b>Regional Trainers</b>	<b>Provider agencies, ISCs agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>   <b>Dining Room – MT3</b>
<b>1/11/07</b>  <b>1:30 p.m. – 2:30 p.m.</b>	<b>In-Service</b>	<b>Menu Planning and Writing</b>        <b>Carolyn Foster, RD, LDN</b>	<b>Residential providers, (Site/home managers, Program managers, Direct support professions), ISCs, Therapists, Advocates, and other interested persons</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilton Rd. Arlington, TN</b>   <b>Dining Room – MT2</b>
<b>1/11/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Individual Rights &amp; the ADA</b>        <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Stakeholders, Families, Guardians, Advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>   <b>Conference Room</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/11/07  10:00 a.m. – 2:00 p.m.	Competency Based	Job Coach Training  Class Size Maximum 25  Center on Disability and Employment Trainer-TBA	Direct Support Staff and Provider agencies.  <u>For information or registration please contact</u> <u>CDE</u> <u>@</u> <u>865-974-9400</u> <u>or</u> <u>email</u> <u><a href="mailto:cde@tennessee.edu">cde@tennessee.edu</a></u>	UT Boling Center 711 Jefferson Ave. Memphis, TN
1/12/07  8:30 a.m. – 4:30 p.m.	Competency Based (unlicensed staff)  Train-the-Trainer (licensed staff and staff with indebt experience with seizure disorders)	Seizure Training      Rosie Kee RN, CDDN Nurse Educator	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN   Conference Room
1/12/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	ISP Overview     Janet Holman, Regional Trainer	Provider agencies, ISCs agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/17/07  9:00 a.m. – 4:30 p.m.	<b>Competency Based</b> (unlicensed staff)  <b>Train-the-Trainer</b> (licensed staff and staff with indebt experience with seizure disorders)	<b>Seizure Training</b>          <b>Rosie Kee RN, CDDN Nurse Educator</b>	<b>Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>          <b>Dining Room – MT3</b>
1/18/07 – 1/19/07     <b>Participants must attend 2-day training</b>          8:30 a.m. – 4:00 p.m.	<b>Pre-Service Core Training</b>	<b>Independent Support Coordination</b>          <b><u>Session 1</u></b>          <b>Regional Trainers</b>	<b>ISCs, Regional Office Case Managers</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>          <b>Dining Room – MT3</b>
1/18/07  9:00 a.m. – 11:00 a.m.	<b>In-Service</b>	<b>A Guide to Nutrition Resources</b>          <b>Carolyn Foster, RD, LDN</b>	<b>Residential providers (Site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>          <b>Training Room</b>

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>1/18/07</b>  <b>11:00 a.m. – 12:00 p.m.</b>	<b>In-Service</b>	<b>Menu Planning and Writing</b>   <b>Carolyn Foster, RD, LDN</b>	<b>Residential providers (Site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>   <b>Training Room</b>
<b>1/19/07</b>  <b>8:30 a.m. – 4:00 p.m.</b>	<b>Orientation</b>	<b>New Provider Orientation</b>  <b>Steve Wilke</b>	<b>New Providers</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Classroom 1</b>
<b>1/22/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Sensitivity &amp; Ethics</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>   <b>Dining Room – MT3</b>
<b>1/23/07</b>  <b>9:00 a.m. – 1:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Sensitivity &amp; Ethics</b>   <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>   <b>Conference Room</b>





<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
1/25/07  9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Protection from Harm   (Chapter 18 of the Provider Manual)   Doug Clark	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3
1/26/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention     Janet Holman, Regional Office	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3
1/26/07  1:00 p.m. – 4:00 p.m.	Competency Based	Effective Training Techniques    Janet Holman, Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/26/07  9:30 a.m. – 4:30 p.m.	Competency Based	Orientation to Community          Rosie Kee RN, CDDN Nurse Educator	Nurse new to DD and provider agencies requiring information regarding nursing issues	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN       Training Room
1/29/07 – 1/30/07  8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management          Regional Therapeutic Service Team	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates       To register, please contact Pat Walton at (901) 745-7592, or <a href="mailto:pat.walton@state.tn.us">pat.walton@state.tn.us</a>	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN       Dining Room – MT3
1/30/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Introduction to MR/DD       Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office Staff, Families, Guardians and Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN       Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/31/07 – 2/01/07  8:30 a.m. – 4:30 p.m. (1 <sup>st</sup> day)  8:30 a.m. – 12:00 p.m. (2 <sup>nd</sup> day)	Competency Based	Mealtime Challenges        Regional Therapeutic Services Team	Provider agencies, ISC agencies, Regional Office, Staff, Families, Guardians, and Advocates   To register, please contact Pat Walton at (901) 745-7592, or <a href="mailto:pat.walton@state.tn.us">pat.walton@state.tn.us</a>	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN     Dining Room – MT3
<b>FEBRUARY 2007</b>				
2/01/07  9:00 a.m. – 10:00 a.m.	Competency Based  Annual Refresher	Protection from Harm   (Chapter 18 of the Provider Manual)    Doug Clark	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN    Classroom #1 Baker Building
2/01/07  10:30 a.m. – 11:30 a.m.	Competency Based  Annual Refresher	Protection from Harm   (Chapter 18 of the Provider Manual)   Doug Clark	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN   Dining Room MT 3

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>2/01/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Positive Methods For Supporting Children’s Social &amp; Emotional Development</b>   <b>Eunice Spencer, Regional Trainer</b>	<b>Early Intervention Agency Staff</b>	<b>West TN Regional Office – Jackson</b> <b>37 Executive Drive</b> <b>Jackson, TN</b>   <b>Training Room</b>
<b>2/05/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Individual Rights &amp; the ADA</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Stakeholders, Families, Guardians and Advocates</b>	<b>West TN Regional Office – Arlington</b> <b>11437 Milton Wilson Rd.</b> <b>Arlington, TN</b>   <b>Dining Room MT 3</b>
<b>2/05/07</b>  <b>1:00 p.m. – 4:00 p.m.</b>	<b>Competency Based</b>	<b>Effective Training Techniques</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington</b> <b>11437 Milton Wilson Rd.</b> <b>Arlington, TN</b>   <b>Dining Room MT3</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>2/06/07 – 2/07/07</b>  <b>Participants must attend 2-day training</b>  <b>8:30 a.m. – 4:00 p.m.</b>	<b>Pre-Service Core Training</b>	<b>Independent Support Coordination</b>  <u><b>Session 1</b></u>  <b>Regional Trainers</b>	<b>ISCs, Regional Office Case Managers</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>
<b>2/06/07</b>  <b>9:30 a.m. – 4:30 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Discharge Planning</b>  <b>When to Seek Medical Help, How to Ask Questions, Supporting Individuals with DD Death Reporting</b>  <b>Rosie Kee, RN, CDDN Nurse Educator</b>	<b>Provider agencies, Nurses and Direct care staff, ISC, Guardians, and Families</b>	<b>West TN Regional Office- Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room MT 3</b>
<b>2/09/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Title VI</b>  <b>West TN Regional Office</b>	<b>Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>2/09/07 &amp; 2/23/07</b>  <b>9:00 a.m. – 4:30 p.m.</b>  (unlicensed must complete 2 days of training)	<b>Competency Based</b> (unlicensed staff)  <b>Train-the-Trainer</b>	<b>Physical Status Review Training</b>   <b>Rosie Kee, RN, CDDN Nurse Educator</b>	<b>Provider agencies, Direct care staff, ISC, Guardians and Nurses</b>	<b>West TN Regional Office – Jackson</b> <b>37 Executive Dr. Jackson, TN</b>
<b>2/12/07 – 2/13/07</b>  <b>8:30 a.m. – 4:30 p.m.</b>	<b>Competency Based</b>	<b>Challenges in Physical Management</b>   <b>Regional Therapeutic Services Team</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington</b> <b>11437 Milton Wilson Rd. Arlington, TN</b>  <b>TBD</b>
<b>2/13/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based</b> <b>Train-the-Trainer</b>	<b>Abuse Prevention</b>   <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, families, guardians, and advocates</b>	<b>West TN Regional Office – Jackson</b> <b>37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>
<b>2/13/07</b>  <b>1:30 p.m. – 4:30 p.m.</b>	<b>Competency Based</b>	<b>Effective Training Techniques</b>   <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates</b>	<b>West TN Regional Office – Jackson</b> <b>37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/13/07  10:00 a.m. – 12:00 p.m.	In-Service	A Guide to Nutrition Resources   Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Conference Room MT 4
2/14/07 – 2/15/07  8:30 a.m. – 4:30 p.m. (1 <sup>st</sup> day)  8:30 a.m. – 12:00 p.m. (2 <sup>nd</sup> day)	Competency Based	Mealtime Challenges   Regional Therapeutic Services Team	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates  To register, please contact Pat Walton, (901)745- 7592, or <a href="mailto:pat.walton@state.tn.us">pat.walton@state. tn.us</a>	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  TBD
2/15/07  9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	ISP Overview   Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, families, guardians and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>2/15/07</b>  <b>1:30 p.m. – 2:30 p.m.</b>	<b>In-Service</b>	<b>Menu Planning and Writing</b>   <b>Carolyn Foster, RD, LDN</b>	<b>Residential providers (site/home managers, Program managers, Direct Support professionals), ISCs, Therapists, Advocates, and other interested persons</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room – MT2</b>
<b>2/16/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Introduction to MR/DD</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room – MT3</b>
<b>2/20/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Sensitivity &amp; Ethics</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room – MT3</b>



DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/20/07  9:00 a.m. – 4:30 p.m.	<b>Competency Based</b> (unlicensed staff)  <b>Train-the-Trainer</b> (licensed staff and staff with indebt experience with seizure disorders)	<b>Seizure Training</b>     <b>Rosie Kee, RN, CDDN Nurse Educator</b>	<b>Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Conference Room 2 Baker Building</b>
2/21/07  9:00 a.m. – 1:00 p.m.	<b>Competency Based Train-the-Trainer</b>	<b>Sensitivity &amp; Ethics</b>    <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>
2/22/07 – 2/23/07  Participants Must attend 2-day training   8:30 a.m. – 4:00 p.m.	<b>Pre-Service Core Training</b>	<b>Independent Support Coordination</b>    <b><u>Session 2</u></b>   <b>Regional Trainers</b>	<b>ISCs, Regional Office Case managers</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>   <b>TBD</b>
2/22/07  9:00 a.m. – 1:00 p.m.	<b>Competency Based Train-the-Trainer</b>	<b>Protection from Harm</b>    <b>(Chapter 18 of the Provider Manual</b>  <b>Doug Clark</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
2/22/07  8:30 a.m. – 4:00 p.m.	Orientation	New Provider Orientation  Steve Wilke	New Providers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Classroom 1
2/22/07  1:00 p.m. – 3:00 p.m.	In-Service	A Guide to Nutrition Resources  Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Training Room
2/22/07  3:00 p.m. – 4:00 p.m.	In-Service	Menu Planning and Writing  Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Training Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/26//07  9:00 a.m. – 12:00 p.m.	In-Service	Risk Assessment        Regional Trainers	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN       Conference Room
2/28/07  9:00 a.m. – 4:00 p.m.	Pre-Service and Core Training	New Employee Training                       Janet Holman, Regional Trainer	New Regional Office Employees	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN                       Dining Room MT 3
MARCH 2007				



<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>3/08/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Sensitivity &amp; Ethics</b>   <b>Janet Holman, Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room MT 3</b>
<b>3/8/07</b>  <b>9:00 a.m. – 10:00 a.m.</b>	<b>Competency based Annual Refresher</b>	<b>Protection From Harm</b>  <b>(Chapter 18 of the Provider Manual)</b>  <b>Doug Clark</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>
<b>3/08/07</b>  <b>1:30 p.m. – 2:30 p.m.</b>	<b>In-Service</b>	<b>Menu Planning and Writing</b>   <b>Carolyn Foster, RD, LDN</b>	<b>Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>  <b>Dining Room MT 2</b>
<b>3/09/07</b>  <b>9:00 a.m. – 12:00 p.m.</b>	<b>Competency Based Train-the-Trainer</b>	<b>Abuse Prevention</b>   <b>Eunice Spencer Regional Trainer</b>	<b>Provider agencies, ISC agencies, Regional Office staff, families, guardians, and advocates</b>	<b>West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN</b>  <b>Conference Room</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/09/07  1:30 p.m. – 4:30 p.m.	Competency Based	Effective Training Techniques  Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room
3/09/07  9:00 a.m. – 4:30 p.m.	Competency Based (unlicensed staff)  Train-the-Trainer (licensed staff and staff with indebt experience with seizure disorders)	Seizure Training  Rosie Kee RN, CDDN Nurse Educator	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Training Room
3/13/07 – 3/14/07  Participants must attend 2-day training  8:30 a.m. – 4:00 p.m.	Pre-Service Core Training	Independent Support Coordination  <u>Session 1</u>  Regional Trainers	ISCs, Regional Office Case Managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Dining Room – MT3
3/15/07  11:00 a.m. – 12:00 p.m.	IN-Service	Menu Planning and Writing  Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Training Room

<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
3/16/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Individual Rights & the ADA  Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Stakeholders, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room
3/16/07  8:30 a.m. – 4:00 p.m.	Orientation	New Provider Orientation  Steve Wilke	New Providers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Classroom 1
3/19/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	ISP Overview  Janet Holman, Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Dining Room MT 3
3/19/07 1:00 p.m. – 4:00 p.m.	Competency Based	Effective Training Techniques  Janet Holman, Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Dining Room MT 3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>3/19/07 – 3/20/07</b>  <b>8:30 a.m. – 4:30 p.m.</b>	<b>Competency Based</b>	<b>Challenges in Physical Management</b>          <b>Regional Therapeutic Service Team</b>	<b>Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates</b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>          <b>TBD</b>
<b>3/20/07</b>  <b>8:30 a.m. – 4:30 p.m.</b>	<b>Train-the-Trainer</b>  <b>Class Limit 10</b>	<b>Medication Administration for Unlicensed Personnel</b>          <b>Rosie Kee RN, CDDN Nurse Educator</b>	<b>RNs only that meet the following requirements. An RN for at least 2 years with at least 1 year of which must be in the provision of services to people with MR/DD.</b>  <b>Bring resume and copy of Nursing license to review medication administration manual prior to class.</b>  <b>For information, please call Rosie Kee at <a href="mailto:Rosie.Kee@state.tn.us">Rosie.Kee@state.tn.us</a></b>	<b>West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN</b>          <b>Conference Room 1 Baker Building</b>



DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/21/07  9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics  Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN  Conference Room
3/21/07 – 3/22/07  8:30 a.m. – 4:30 p.m. (1 <sup>st</sup> day)  8:30 a.m. – 12:00 p.m. (2 <sup>nd</sup> day)	Competency Based	Mealtime Challenges  Regional Therapeutic Services Team	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates  To register, please contact Pat Walton, (901)_745-7592, or <a href="mailto:pat.walton@state.tn.us">pat.walton@state.tn.us</a>	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Dining Room MT 3
3/22/07 – 3/23/07  Participants must attend 2-day training  8:30 a.m. – 4:00 p.m.	Pre-Service Core Training	Independent Support Coordination  <u>Session 3</u>  Regional Trainers	ISCs, Regional Office Case Managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN  Dining Room – MT3





DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/30/07  9:00 a.m. – 4:00 p.m.	Pre-Service and Core Training	New Employee Training          Regional Trainers	New Regional Office Employees	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN       Dining Room MT 3